

**COUNTY OF LOS ANGELES - DEPARTMENT OF MENTAL HEALTH  
COUNTYWIDE HOUSING, EMPLOYMENT AND EDUCATION  
RESOURCE DEVELOPMENT**

**VACANCY ANNOUNCEMENT  
THIS IS NOT AN OFFICIAL EXAMINATION**

**HEALTH PROGRAM ANALYST I**

The Countywide Housing, Employment and Education Resource Development (CHEERD) division has an opening for a Health Program Analyst I to provide assistance to the Federal Housing Subsidies Unit (FHSU) in the development, planning and implementation of housing policies and procedures as they relate to the oversight of contracts with the Housing Authority of the County of Los Angeles (HACoLA).

**ESSENTIAL DUTIES:**

- Assist with the development, planning, implementation and oversight of multiple HACoLA contracts.
- Analyze, prepare and submit monthly, quarterly and annual performance reports, which include collecting reports, analyzing and synthesizing data, and manipulating data in Cognos for submission to HACoLA.
- Preparing weekly and monthly reports using relevant FHSU data for FHSU and DMH management
- Develop and submit reports to the Los Angeles Homeless Services Authority for the annual renewal of contracts with HUD.
- Monitor compliance of housing contracts between DMH and HACoLA
- Evaluate individuals' eligibility for HACoLA housing subsidies and authorize enrollment
- Track status of applications for housing subsidies
- Provide information to housing specialists and case managers regarding HACoLA housing resources.
- Liaise with Contracts Division, Finance/Budget, CIOB, and HACoLA.
- Assist with developing grant proposals for new contracts.
- Provide training, consultation and technical assistance regarding housing resources

**DESIRABLE QUALIFICATIONS:**

- Excellent interpersonal skills and ability to collaborate with County, City and public agencies.
- Extensive knowledge and expertise in Word and Excel.
- Knowledge of Cognos reporting
- Strong organizational skills and attention to detail.
- Flexibility and the willingness to alter planned work flow as needed.
- Ability to multi-task throughout the day and to work with interruptions.
- Outstanding written and verbal communication skills.
- Experience with:
  - program development, implementation, monitoring and evaluation;
  - responding to grant applications;

- contract monitoring;
- budget monitoring; and
- data analysis.

Interested individuals who currently hold the payroll title of Health Program Analyst I are encouraged to mail or FAX their resume, last two (2) Performance Evaluations and last two (2) years of master time records to:

**Priscilla Moore, Sr. MHC, RN**  
**Program Manager, Federal Housing Subsidies Unit**  
**Countywide Housing, Employment and Education Resource Development**  
**695 S. Vermont Ave. 10<sup>th</sup> Floor**  
**Los Angeles, CA 90005**  
**FAX: (213) 637-2336**

**AN EQUAL OPPORTUNITY EMPLOYER**